



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5213.6E
1C
3 MAY 1993

DEPOT ORDER 5213.6E w/ch 1

From: Commanding General
To: Distribution List

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) MCO 5213.7C (NOTAL)
(b) SECNAVINST 5213.10D (NOTAL)
(c) MCO P5600.31F (NOTAL)

ch 1
Encl: (1) Definitions and Guidance on Local Forms Management Programs
(2) Staffing and Process Cycle

1. Purpose. To implement policy, procedures, and guidance for managing forms at Marine Corps Recruit Depot.

2. Cancellation. DepO 5213.6D.

3. Background

a. Reference (a) identifies forms management as an element of the Records Management Program and requires each command to establish and maintain a continuing forms management program for those forms with an annual use of 100 copies or more. Reference (b) establishes the Secretary of the Navy's policy for managing forms, assigns responsibility, and provides guidance and procedures for implementing forms management programs in the Department of the Navy. Reference (c) contains the rules, regulations, policies and standards promulgated by the Marine Corps Publication and Printing Services on printing.

b. Enclosure (1) contains definitions and information regarding local forms. Appendix A to enclosure (1) contains information on electronic or computer-generated forms. Enclosure (2) shows the process cycle of a form from creation to final printing.

c. The management and control of forms prepared, printed, and controlled with nonappropriated funds are exempt from the provisions of this Order.

4. Policy. The Commandant of the Marine Corps' policy is as follows:

a. Each Depot field command will establish and maintain effective forms management.

3 MAY 1993

b. The program will be reviewed and evaluated regularly to determine the adequacy of the system and its effectiveness in meeting the Marine Corps mission. This review is conducted for effectiveness, improvement, elimination, duplication, and/or consolidation.

c. Development of forms using microcomputers has adequate oversight and approval procedures for effective control.

d. Approval of proposed or existing forms is based on a justified need.

e. Reproduction costs are reduced and productivity is improved by appropriately designing and printing forms.

f. Forms management concepts, benefits, and training are promoted within the organization.

5. Objectives. The objectives of the forms management program at this Command are to:

a. Eliminate unnecessary forms by justifying the need for existing and proposed forms.

b. Reduce systems operating costs and increase systems efficiency by developing forms that are standard, easy to fill in, read, transmit, process, and retrieve.

c. Ensure that only approved forms are used.

d. Ensure that no approved forms are copied on office copy machines.

e. Prevent and eliminate unnecessary and duplicate forms and consolidate those serving like or similar functions.

6. Summary of Revision. This Order is a major revision and should be read in its entirety. This revision contains procedures and guidelines for use by forms sponsors/originators (S/O) in managing and controlling manual, electronic, and computer-generated forms and in establishing local forms management programs.

7. Responsibilities. The Depot Forms Analyst is responsible for administering the Depot Forms Management Program, and as such is responsible for:

a. Controlling, approving, and designing forms for use by the Depot.

Ch 1
and may be obtained immediately from Depot Forms Analyst in Room 106A, Building ~~31~~ 426

d. Revisions to existing MCRD forms are to be made by the Depot Forms Analyst only. Any forms which require revision should be sent to the Depot Forms Analyst for action.

e. New or revised MCRD forms may be requested by submitting an OPNAV Form 5213/19, Request for New or Revised Form, to the Depot Forms Analyst. Complete justification must be submitted with a draft copy of the new or revised form. Lead-time is one to two weeks. A copy of OPNAV Form 5213/19 may be obtained from the Depot Forms Analyst.

f. To take advantage of volume printing/reproduction, most forms will be issued in the amount of the estimated six to twelve months usage. Whoever has the responsibility for stocking forms for her or his section/organization also has the responsibility for replenishment when an approximate two week supply level is reached.

9. Action

a. Commanding Officers of Recruit Training Regiment, Headquarters and Service Battalion, and Weapons and Field Training Battalion are:

(1) Responsible for the supervision and execution of forms management programs within their respective commands, and shall;

(2) Designate a Sponsor/Originator, (S/O), to have the responsibility for maintaining liaison on all forms matters with the Depot Forms Analyst, ~~Management Assistance Division.~~

Ch 1
b. The S/O will:

Depot Reproduction Branch.

(1) Establish a forms management program in support of the objectives outlined in this Order.

(2) Designate a forms manager to administer the local forms management program and have a stocking point for supply.

(3) Work with the Depot Forms Analyst during the periodic reviews to improve forms procedures and reduce the forms inventory.

(4) Coordinate the use of a new or revised form with other sections to make the form a multiple-user form to lower the total cost of printing.

3 MAY 1993

b. Reviewing all requests for new forms and all reprints or revisions of existing forms.

c. Maintaining a historical case file for each controlled form.

d. Maintaining an inventory of all current forms approved for use by multiple-users for the Depot.

e. Coordinating the testing of automated data processing (ADP) forms.

f. Serve as Depot liaison with higher headquarters and with other Government agencies in matters relating to forms management.

g. Provide guidance and assistance to field activities in establishing forms management programs.

h. Coordinating the delivery of printing orders to Traffic Management Office and customers.

i. The Depot Reproduction Non-commissioned Officer and the Depot Forms Analyst must coordinate procedures to ensure that all requests for forms are reviewed by the Depot Forms Analyst prior to printing.

8. Procurement of Forms

a. Standard and departmental forms and forms other than locally designed forms are available by ordering through the supply system using DD Form 1149. The Depot Forms Analyst can assist customers in providing stock number, item description, unit of issue and unit price on Standard/DD/NAVMC/OPNAV/ NAVCOMPT, NAVMED, SF, etc. Local reproduction of any of the above forms is prohibited. Requests for authorization to locally reproduce on an emergency basis should be directed to the Commander (Code 854), Marine Corps Logistics Bases, (Code 854), (Attention: Printing Management Officer), Albany, Georgia 31704-5000. Reference (c) applies.


b. Reference (c) limits the local reproduction of blank forms to 5000 annually. Any MCRD form with a usage in excess of this quantity will be budgeted for and ordered from the Defense Printing and Publications Service by the Depot Forms Analyst, ~~Management Assistance Division~~. Lead-time for obtaining such forms is six weeks. *Depot Reproduction Branch*.

c. A reorder of existing MCRD forms may be requested by calling the Depot Forms Analyst at extension 4-1304. Lead-time is one week. Many multiple-user forms are maintained in stock

3 MAY 1993

(5) Draft a directive to inform sections of the existence of the form, form number and the source of supply when more than two sections are required to complete the form for reporting purposes.

c. Traffic Management Office (TMO) will receive completed printing orders from Defense Printing/Commercial Contracts for orders over 5000 copies. TMO will notify the customer or Depot Forms Analyst when the order is delivered. A copy of DD Form 282 will be furnished for TMO's information on the anticipated delivery date.


J. M. GUERIN
Chief of Staff

DISTRIBUTION: I



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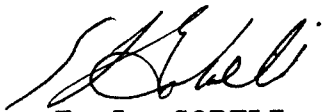
DepO 5213.6E Ch 1
1A2
5 APR 1995

DEPOT ORDER 5213.6E Ch 1

From: Commanding General
To: Distribution List

Subj: FORMS MANAGEMENT PROGRAM

1. Purpose. To direct pen changes to the basic Order.
2. Action. Make the following pen changes to the basic Order:
 - ✓ a. Change reference (c) to read "MCO P5600.31G" vice "MCO P5600.31F".
 - ✓ b. Paragraph 8b, fifth line, change "Management Assistance Division" to read "Depot Reproduction Branch".
 - ✓ c. Paragraph 8c, fifth line, change "Room 106A, Building 31" to read "Building 426".
 - ✓ d. Paragraph 9a(2), third line, change "Management Assistance Division" to read "Depot Reproduction Branch".
 - e. Paragraph 9c, delete.


E. L. GOBELI
Chief of Staff

DISTRIBUTION: A

DEFINITIONS AND GUIDANCE ON LOCAL FORMS

1. DEFINITIONS

a. Forms Management. Forms management consists of two elements:

(1) Forms analysis - the development or improvement of data elements and forms design on proposed or existing forms, and

(2) Forms control - the review and coordination of forms to ensure efficient response to management requirements.

b. Forms Manager. An individual assigned the responsibility for forms management at the local level. The manager maintains liaison with the Depot Forms Analyst.

c. Sponsor/Originator. An individual or office assuming responsibility for initiating a form. The Sponsor/Originator, (S/O), will decide what items to be included on the new or revised form, the estimated annual usage, and a possible stocking point. This information will be submitted on OPNAV Form 5213/19 with a draft copy of the form and directive to the Depot Forms Analyst for approval.

d. Forms. Any document including letters, postcards, memorandums or certificates, printed or otherwise reproduced with space for inserting data, descriptive material, or addresses designed to structure the arrangement of information.

(1) Report Form. Forms that require information from persons are considered reporting requirements and must be submitted to the reports control manager for appropriate action.

(2) Bootleg Form. An uncontrolled form, issued without coordination with the Depot Forms Analyst. Bootleg forms are unauthorized.

(3) Electronic Form. A form created, transmitted, filled-in, filed, and destroyed electronically and can be reproduced from computer memory. (Appendix A to this enclosure provides general information about electronic and computer-generated forms.)

(4) Computer-Generated Form. A form designed on pin-feed paper to be used in various computer systems.

(5) One-Time Form. A form developed for use with a specific project which has an established termination date.

(6) Test Form. A form developed to test a system or procedure prior to its permanent adoption. Test forms should not be used more than 1 year.

(7) Optical Character Recognition (OCR) Form. An OCR form designed for compatibility with OCR equipment which enables a machine to read by optical means human readable characters. Specifications for the design and composition of most OCR forms are peculiar to specific equipment models (though certain "universal" typefaces have been developed) to the extent that design and composition is usually a part of the forms and/or equipment procurement contract. Since OCR forms design is so closely related to proprietary specifications and systems requirements, forms managers should consult OCR equipment manufacturers for assistance.

e. Format. An arrangement of simple data items in a prescribed sequence where the number or frequency of responses is limited. Formats may be used where the space required for response varies widely, or where transmittal and reply by message is required due to operational necessity. Formats should not be used in place of a standardized form or in the belief that a format will expedite a project. Formats often place an unnecessary burden on the respondent and can even fail to provide the needed data.

f. Form Title. A title assigned by the Depot Forms Analyst after evaluation of the contents of the form. The standard subject identification code (SSIC) is shown in parentheses following the form title.

g. Form Number. A symbol of identification and approval assigned to a form by Depot forms management responsible for forms. The form number is composed of a prefix consisting of an abbreviation of the activity/agency designation, a sequential number, and an edition date.

h. Form Numbers and SSIC'S. Form numbers and SSIC's are assigned by the Depot Forms Analyst. Form numbers are usually assigned sequentially and are used to file the form and all related material.

i. Printing Requirements and Stocking Locations. Forms used by only one section are replenished when the form reaches its reorder level. General forms that have multiple-user are printed and stocked for issue in the Depot Forms Analyst supply room.

NOTE: Including a blank form in directives is not authorized; however, if a blank form is needed for information purposes, the word "SAMPLE" must be printed across the body of the form so that the form cannot be taken out of the directive and reproduced.
(Not applicable when "partial fill-in" is used in directives or other publications to denote proper use of the form.) The

3 MAY 1993

statement "Local reproduction is authorized." is no longer an approved statement and should not be used. In rare instances, usage of a form may be so low that the form may be included in the directive and removed for use. In this case, the Depot Forms Analyst will make the final decision.

j. Certain printed items with limited blank spaces for insertion of specified data may be exempt from forms management unless it is advantageous to number them for control, reference, printing, stocking, and requisitioning; the information solicited is covered by the Privacy Act, (NAVMC 11000, Data required by the Privacy Act of 1974), or the information solicited qualifies it to be a public-use form. Examples of forms that may be exempt are:

Diplomas	Contract Provisions
Cover Sheets	Manuscript Covers
Address Tags	Folders
Envelopes	Formats
Form Letters used to disseminate information.	

ELECTRONIC AND COMPUTER-GENERATED FORMS

1. Electronic and computer-generated forms do not change the definition of a form. All the possible improvements of both the form and procedures through analysis, and all of the standard techniques of effective forms design apply to electronic forms. Electronic forms may be created by:

a. Converting the text lines and symbols into machine language through scanning and digitizing. Through the use of a processor, the form in magnetic or optical storage media is recreated electronically. The image can be displayed on a terminal (CRT) and can be printed onto blank paper, with or without variable data.

b. Creating a form using a computer software program or forms utility (graphic, tablet, mouse, lightpen, keyboard, etc.) and storing in digital form in magnetic or optical media. The form templates may then be displayed on a CRT or created electronically and printed onto blank paper, with or without variable data.

c. Photographing an existing form and mounting the film negative on forms slides in an electronic printer. The printer receives data from a computer and locates the data into the proper blocks on a form created with a laser beam.

d. Storing forms in personal computers, word processors; entering variable data from another program in keyboard and then outputting by electronic transmission on letter quality or laser printers.

e. Printing out data created or accumulated in a computer on a printout that has blank spaces for additional data or information.

2. Sponsors/Originators

a. Refrain from purchasing forms software packages without obtaining approval from the Depot Forms Analyst.

b. Use personal computers, word processing, and related software packages to develop forms, when practicable. Ensure that existing forms are not duplicated by electronic processes, by other sections, unless written approval from the S/O and the Depot Forms Analyst have been obtained.

c. Designate an individual as the focal point for electronic and computer-generated forms. Individuals designated must be familiar with the capabilities and limitations of electronic

3 MAY 1993

hardware and software in their organization. Provide the Depot Forms Analyst with the name and telephone number of the designated individual.

d. Ensure that the electronic form is a "mirror" image of the blank official form version, unaltered in any way.

e. Ensure that the prescribed software and hardware are accessible to all users. When the output product is disk or diskette, provide all users with either copies of the disk or diskette, or purchase copies of the software with operating instructions. Assume complete responsibility for producing, reproducing, storing, and distributing the output product.

f. Promptly advise the Depot Forms Analyst of forms requiring revision or becoming obsolete.

3. Although encouraged, caution must be exercised in the use of new technology such as described above.

4. Factors to be considered when evaluating proposed electronic and computer-generated forms are:

a. Does the preparation method lower the total costs?

b. Does the preparation method increase productivity?

c. Will the new form require expensive or additional training for the user? Will usefulness be lost with reassignment of personnel?

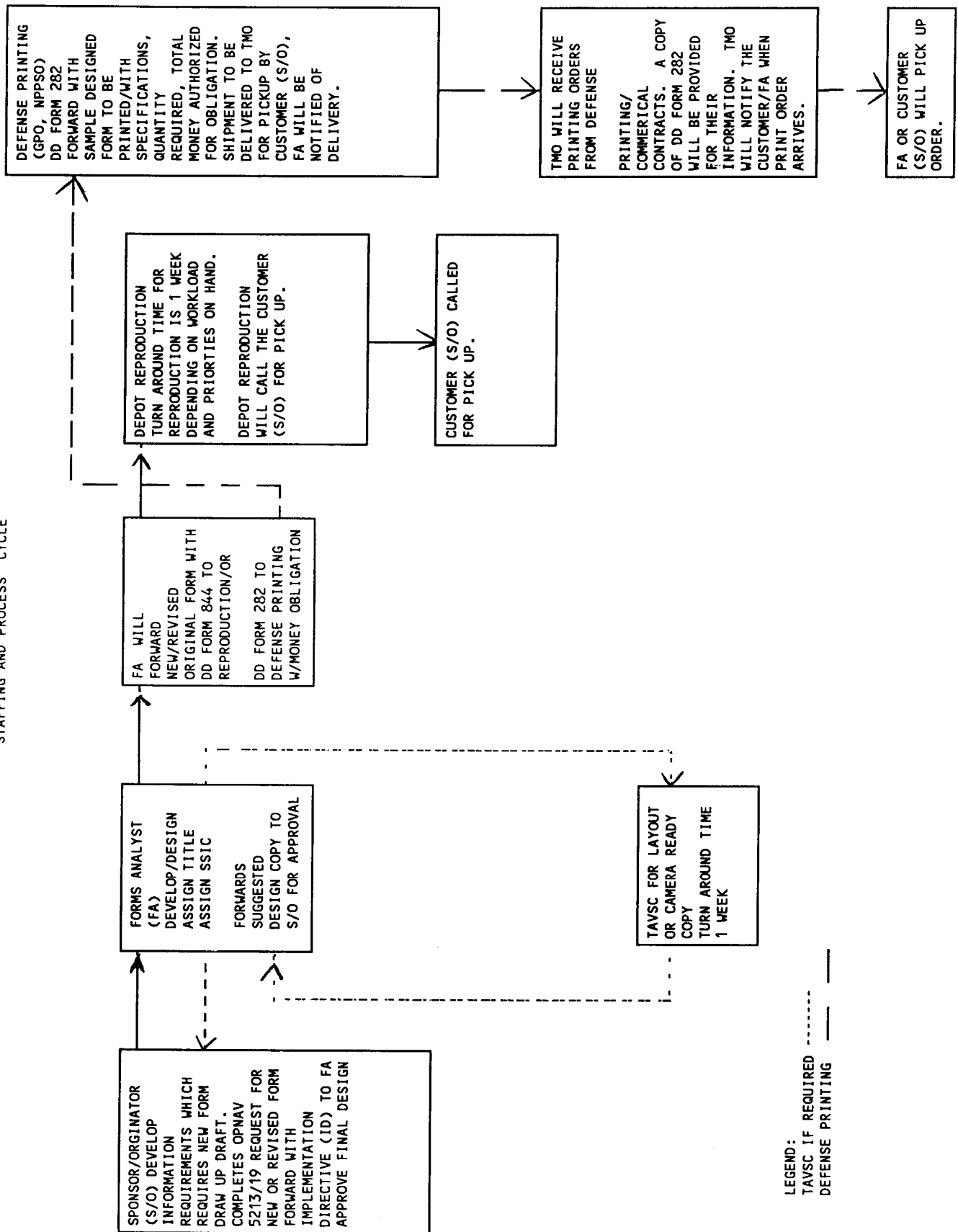
d. Does the new form require software maintenance?

e. Will the data be shared? If so, do all users have compatible software, hardware, and adequate training?

f. Will the new form require expensive or additional hardware?

8 MAY 1993

STAFFING AND PROCESS CYCLE



LEGEND:
TAVSC IF REQUIRED -----
DEFENSE PRINTING -----

